

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA**

REQUIREMENTS FOR PREPARATION OF A MAILING MATRIX

FILING MATRIX ON DISK

The debtor shall prepare and submit to the Court a mailing matrix on computer disk (floppy or compact) which complies with the computerized noticing guidelines that follow. The accuracy and completeness of this creditor listing shall be the total responsibility of the debtor and the debtor's attorney. The Court and parties in interest shall rely upon it for all mailings. The disk label should list the case name, attorney's name and include the description of the disk contents as 'Mailing Matrix'. The case number should also be included on the disk label if a number has already been assigned.

SECURITY PRECAUTIONS

The debtor, the debtor's attorney, and/or the bankruptcy petition preparer shall take every precaution to ensure that no viruses or other computer infections are included on the disk. If viruses are found on the disk, the Court Clerk will inform the judges of the submission.

WAIVER OF CREDITOR MATRIX DISK REQUIREMENT

If financial constraints and/or the inability to access the equipment necessary to produce a computer disk would cause an undue hardship on the debtor's attorney or bankruptcy petition preparer assisting the debtor, the debtor, the debtor's attorney, or the debtor's bankruptcy petition preparer may submit a written request to file a scannable paper matrix that complies with these guidelines.

Debtors not represented by an attorney or assisted by a bankruptcy petition preparer may file a matrix on disk or a paper matrix substantially complying with Paragraph 7.0 below.

ADDRESSES FOR FEDERAL AND STATE AGENCIES [All Chapters]

Certain federal and state agencies specify particular addresses to which notice of bankruptcy proceedings should be directed. Use of those addresses is mandatory. The Clerk maintains a roster of State and Federal Agencies at the court's Website at: <http://www.okwb.uscourts.gov>. When listing indebtedness to a federal or state agency not included on the roster, the debtor and the debtor's attorney shall use such address as will affect proper notice to the agency.

EQUITY SECURITY HOLDERS

In Chapter 11 cases, all equity security holders must be included in the creditor matrix. The requirements stated herein must be followed when including equity security holders on the creditor matrix.

**CODEBTORS AND PARTIES TO EXECUTORY CONTRACTS AND
UNEXPIRED LEASES**

A codebtor is a non-debtor, co-obligor who is liable with the debtor for a debt. The codebtor is not a debtor in the case. Codebtors and parties to executory contracts and

unexpired leases must be included in the creditor matrix. The requirements stated herein must be followed when including these parties on the creditor matrix.

COMPUTER DISK

The debtor shall provide the Court with a computer-generated disk containing the names and addresses of all creditors and equity security holders. The disk shall be labeled and shall be submitted in an envelope marked with the debtor's last name, case number and the name of the lead attorney assigned to the case.

The computer disk shall contain the name and complete mailing address of each entity listed as a creditor, equity security holder, codebtor, or executory contract holder by the debtor.

- (1) If the debtor is a partnership, the name and address of each general and limited partner shall be added to the computer disk.
- (2) If the debtor is a corporation, the name and address of the chief executive officer or other officer who will appear for the debtor shall be added to the computer disk.
- (3) DO NOT include the following entities since they will be retrieved automatically by the computer for noticing:

Debtor

Joint Debtor (This is a spouse who files a joint case with the debtor at one case number.)

Attorney for the Debtor

Trustee

Attorney for the Trustee

United States Trustee

Disk Specifications

- (1) A disk shall be formatted for use on an IBM or compatible PC.
- (2) Only one text (.txt) or ASCII formatted file shall be included on a disk.
- (3) Only one case may be included on the disk.
- (3) The file must be named with the debtor's last name (i.e.; johnson.txt, smith.txt, etc.) and may be shortened if necessary.
- (4) The left margin must be justified.
- (5) Top, bottom, left, and right margins must be 1 inch.
- (6) The matrix shall be prepared using one of the following fonts in 10- or 12-point size: Courtier, Courier New, CG Times, or Times New Roman.
- (7) The information must be five (5) lines or less per creditor.
- (8) Each line may contain no more than 40 characters. No leading spaces are permitted.
- (9) Each creditor must be separated by at least one blank line. A street address or post office box number must be specified on the line above the city, state and zip code. States should be identified by using the two letter abbreviation. The United States Post Office's scanning equipment may not recognize a building name as an address.

Example: jackson.txt

Line 1: Maria Careless
Line 2: 25 North Aria Blvd.
Line 3: Grecian, NY 80062
Line 4:
Line 5: Charles Smith
Line 6: 3 Winston Street
Line 7: Balmoral, MD 12960
Line 8:
Line 9: Last Bank of San Diego.
Line 10: Attn: Collections Dept
Line 11: 12345 E. Main St.
Line 12: San Diego, CA 92101-1010
Line 13:
Line 14: Kent Clerk
Line 15: 5414 U.S. Steel Tower
Line 16: 600 Grant Street
Line 17: Pittsburgh, PA 15219

(8) The ZIP code must appear on the last line of the address. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits. The 'Attention' line must be placed above the name/address line. The ZIP code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.

(9) Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

The Debtor, or such other person as the Court may order, is responsible to ensure that the mailing matrix is complete and correct.

Avoid mistakes that will cause your matrix to be rejected.

Inclusions of matrix information as described hereafter may result in a matrix being improperly read by the optical scanner, requiring you to resubmit your creditor list in an acceptable form:

- Extra marks on matrix such as a letterhead, dates, the debtor's name, coffee stains, and handwritten marks.
- Non-standard paper such as onion skin, half-sized paper, or colored (i.e., yellow, blue, etc.) paper.
- Misaligned margins and information on the matrix.
- Unreadable upper case letters. Type in upper and lower case as you would on a letter.
- A ZIP code placed anywhere other than on the last line. The ZIP code must be the last entry on the last line. Nine-digit ZIP codes should be typed with a hyphen separating the two groups of digits.
- 'Attention' entered on the wrong line. Do NOT type 'attention' lines or account numbers on the last line. If needed, this information must be placed above the name/address line. Account numbers may not exceed 15 characters. (The ZIP

code must be at the end of the same line as the city and state in order for the U.S. Postal ZIP code sorting equipment to find it.)

- Use of the letter 'I' rather than the letter 'l'. Be sure to type the number "1" (one) rather than the lower case letter "l" (L) when using numerics.

CHECK LIST FOR CREDITOR MATRIX DISK

If using a third party software package (i.e.; Best Case Solutions, Specialty, E-Z Filing for Windows, Top Form), check with your provider on the best method for creation of the disk.

In most software packages, the save or save as screen will indicate the format of the document (i.e.; Word 5.0 format, WordPerfect 5.1). This box usually appears directly below the name of the file.

The format for all disks must be one of the following formats (depending upon your software): ASCII DOS Text, Plain DOS Text, and Text Only. These are the only formats which will be accepted. WordPerfect or Word formats will not be accepted. After selecting the correct format, save the file.

SAMPLE OF CORRECTLY PREPARED CREDITOR LIST MATRIX

R. U. Alldere, Esq.
2 Rushin Court
San Diego, CA 92189

Maria Careless
25 North Aria Blvd.
Grecian, NY 80062

Clerk, U.S. Bankruptcy Court
5414 US Steel Tower
600 Grant Street
Pittsburgh, PA 15219

First City National Bank of Beaumont
P.O. Box 3391
Beaumont, TX 77704

General Nuisance Elimination
P.O. Box 1230
Baltimore, MD 20984

Kelley Appliances
 Attn: Parts Division
 462 9th Avenue, North
 Seattle, WA 98109

ERRORS TO AVOID IN PREPARING CREDITOR LISTS

Errors	Examples of the Errors	More Errors
PAGE TITLES Do not type a title or other identification in lists.	Debtor: Allnet Svcs. Stephen R. Miller III, Debtor Coal Building 1092 17th Street, NW Carlsbad, CA 92001	TOO LONG A name/address block must be 3 to 5 lines with no more than 40 characters on each line.
ALL UPPER CASE Use upper and lower case (capitals and small letters) as if you were typing a letter.	MULTI-TRONICS ANIMATIONS 3837 STRONG WAY NORTH SUITE 10 BALTIMORE, MD 20938	ATTENTION LINE If need an attention line, put it on the second line of the address, not at the end or as the first line.
BOLD TYPE Do not use boldface or italics.	Arctic Expeditions Incorporated 536 East 48th Ave. Anchorage, AK 99505 Gow Fire Protection, Inc. 459 North 98th Street Hoquiam, WA 98550 ATTN: Steve Jamison	DIGIT ZIP CODE Separate the two groups of digits with a dash, not a space.
PAGE NUMBER Do not number pages or type anything but creditors on list.	- 1 -	STRAY MARKS No lines, symbols, letterhead, or other non-address data should appear on creditor list.